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~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 2 May 1956

FROM : Chief, Instructional Services Branch/SS/TR

SUBJECT: Weekly Activity Report No. 18
25 April - 1 May 1956SIGNIFICANT ITEMS

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OTHER ACTIVITIES1. Bibliography and Research

25X1 Work on two bibliographies is continuing: U.S. Interests in the Near and Middle East [] LETS); and Hand-to-Hand Combat.

2. Printing and Reproduction

25X1 a. Catalog of Courses--Revisions, 1 July 1956, All Catalogs: Information will be ready for reproduction by 2 May, according to [] PPS/TR.

b. Instructors' Guide to Current References: the 30 April issue has been received from Printing Services Division/LO and has been distributed; the 14 May issue has been received in E&R.

c. Administrative Communications: 1,147 copies of 13 pages were reproduced, collated and distributed by E&R.

3. Training Aids Completed during the Week

- a. Admin. Procedures--10 Vu-graph slides, 2 charts, 3000 handouts.
- b. Typing Techniques--Miscellaneous cards.
- c. Clerical Orientation--Design and artwork for two posters.
- d. LETS--4 signs.
- e. CSR--Design and artwork for one chart.
- f. DTR--Mount and frame one placard.
- g. A&E--20 handouts.
- h. PPS--Layouts of dummy Bulletin and Catalog.

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4. Attendance at the Language Film Program

a.	26 April	Russian	8 persons
b.	1 May	French	Cancelled

5. AAS technicians are now working on installing a new microphone system for recording purposes in Room 155,

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6. Personnel

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